



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108

Phone: (734) 822-3135 • Fax: (734) 944-6103

Website: www.pittsfield-mi.gov

Office of the Supervisor

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Update to the Board of Trustees: COVID-19 Pandemic

Given that it has been nearly one month since Wednesday, March 11th when I convened an emergency Department Heads meeting subsequent to the reporting of the first two COVID-19 cases in the State of Michigan, I felt it important to update the Board of Trustees on how our leadership team has come together to continue serving our residents and businesses to Set the Gold Standard in Public Service during a time of historic and unprecedented global disruption.

1. Between March 11th and March 15th we compiled and finalized emergency protocols for non-emergency, administrative functions and transitioned from being physically present and open 8:00am-5:00pm, M-F, every day of the year (with a handful of exceptions) to functioning remotely and re-directing phone calls to Department Heads to ensure all questions/concerns are responded to within a 24-hour period.
2. As such, we were well prepared for the Stay-at-Home order issued by the Governor on March 23rd and well equipped to compile the agenda and virtually host our regular Board meeting on March 25th, which allowed for an almost seamless continuation of services for our community.
3. We compiled the /covid19 webpage that has served as a community clearinghouse for information, resources, and updates as we position ourselves to address emergent and urgent issues in a fluid and timely manner. This webpage has been live since March 15th
4. The most urgent and incessant focus was and remains ensuring provision of sufficient personal protection equipment for all our first responders. Working our regional partners, we have provided for the same. We are now in the process of determining if/how to obtain financial reimbursement for such expenditures that will far exceed the FY2020 budgeted amounts.
5. Over the course of the past two weeks, our leadership team has worked on a daily basis to address gaps that have emerged due to the Governor's Stay-at-Home Emergency Order that disallows deployment of non-essential personnel. We are working, on a daily basis, in close partnership with our residents and businesses, to find innovative and creative ways to continue the provision of services they are used to including Assessing, Code Enforcement, Planning, Waste Management, and Utilities. For example, the weekly administrative meetings that review building and development projects meets virtually; I conduct – at a minimum – weekly department head meetings virtually; we stagger physical visits to our offices to ensure that necessary paperwork continues to be processed; we have compiled resources – included ones for mental and physical well-being – on the employee intranet to keep our teams engaged virtually; I send out regular email updates to employees to provide for regular communication; I have been sending a Community Letter each week to keep our community engaged and informed; we are working with service providers that are experiencing financial and/or personnel changes due to the pandemic to continue services, albeit through different platforms; we have instituted a 20-day extension for payment of Utility bills and are reviewing the current Hardship requirements to allow for greater inclusion of folks that may be experiencing financial constraints. These are just some examples of how our Pittsfield Township team is and will continue to work on behalf of every resident and business in our community to come out stronger.
6. For regular updates, please sign up for the Notify Me feature on our website and/or visit: <http://www.pittsfield-mi.gov/covid19>

#staystrong #PittsfieldProud
